

PREVENTION



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Session 3

BSBWHS307



Review from last week

What is your
duty of care?

What do you
do in an
emergency
evacuation?

Overview

Organisational WHS health & safety management system

Work design

Procedures for controlling risks

Hierarchy of control

Monitoring workplace compliance

Incidents

Safety Inspection Audits

Limits on own expertise



Organisational WHS Health & Safety Management System

A set of policies, procedures and plans that systematically manages health and safety and designed to minimise the risk of injury and illness from workplace operations.

- to help meet your duties and responsibilities under the Work Health and Safety Act 2011.
- Well-designed policies and procedures help organisations comply with work health and safety legislation and regulations.
- Goes beyond forms and policies, it is about managing measures and contents of safety documentation

Health & Safety Management systems should provide evidence of the following:

- Senior managements' involvement and commitment to WHS.
- Organisational structures and accountabilities for health and safety are in place.
- Effective consultation processes
- Design of work
- A continuing mechanism for work health and safety management system monitoring and evaluation.
- Health and safety policies and procedures are documented, implemented and maintained.
- A range of training designed to maintain a healthy & safe workplace is provided

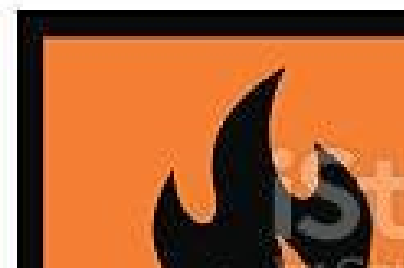
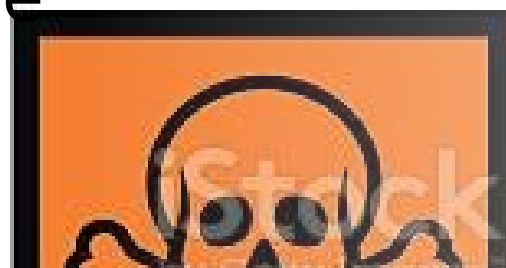




Good Work Design Principles

Identify hazards

- A hazard is a source, or potential source, of human injury, ill health or disease.
- Your organisation's WHS policy should include a systematic approach aimed at eliminating or minimising workplace hazards.





Risk Assessment

Risk assessment involves:

- identifying hazards
- working out the chance of injury or damage occurring as a result of the hazard
- working out the likely degree of seriousness of the injury or damage
- finding the most appropriate method for managing that risk.

Conducting workplace inspections

- Part of an effective workplace health and safety management system
- Normally carried out by HSR or WHS practitioners
- A useful tool to prevent risk
- Involves examining the workplace to identify and report potential hazards that can be removed or avoided
- Schedule regular workplace an inspections
- Carry out an inspection:
 - in response to a report of an incident or hazard
 - when a new process, procedure or plant is introduced to a workplace.



Activity

- Scenario: It is raining outside, and you need to put away the equipment on the concrete.
- Look at the Risk assessment table and assess the Risk to complete this work.

	Likelihood				
	1	2	3	4	
Sequences	Rare The event may occur in exceptional circumstances	Unlikely The event could occur sometimes	Moderate The event should occur sometimes	Likely The event will probably occur in most circumstances	Almost certain The event will occur in almost all circumstances
Int or health issues	Low	Low	Low	Low	Moderate
Equipment	Low	Low	Moderate	Moderate	High
Equipment. Potential lost	Low	Moderate	High	High	Critical
Personnel disability or disease	Low	Moderate	High	Critical	Catastrophic
	Moderate	High	Critical	Catastrophic	Catastrophic

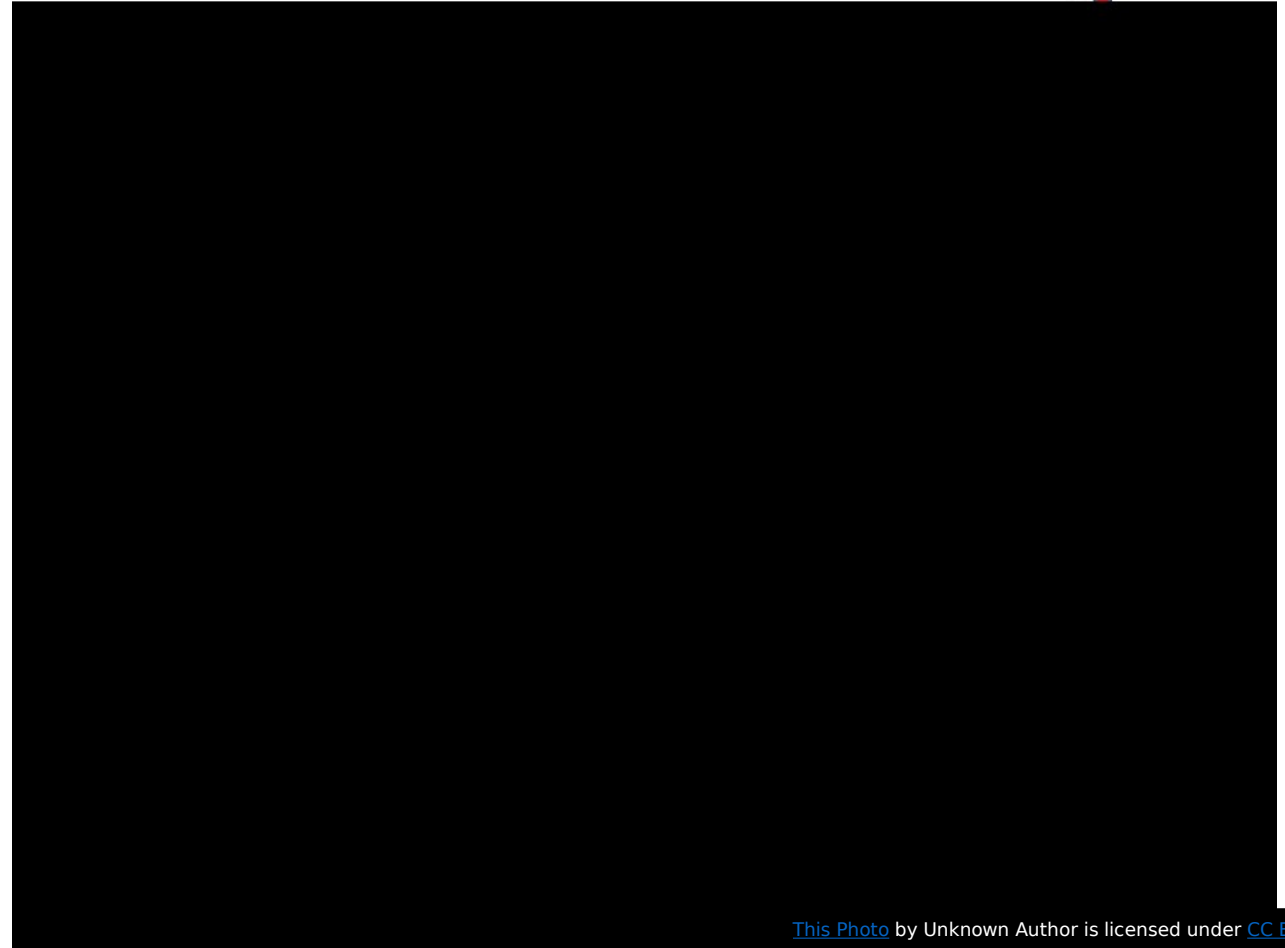
For each hazard/incident/accident – tick one as most appropriate

Moderate Risk		High Risk		Critical Risk		Catastrophic Risk	
<input type="checkbox"/>	Tolerable. Periodic review	<input type="checkbox"/>	Tolerable. Continuous review	<input type="checkbox"/>	Intolerable. Immediate action	<input type="checkbox"/>	Intolerable. Urgent action

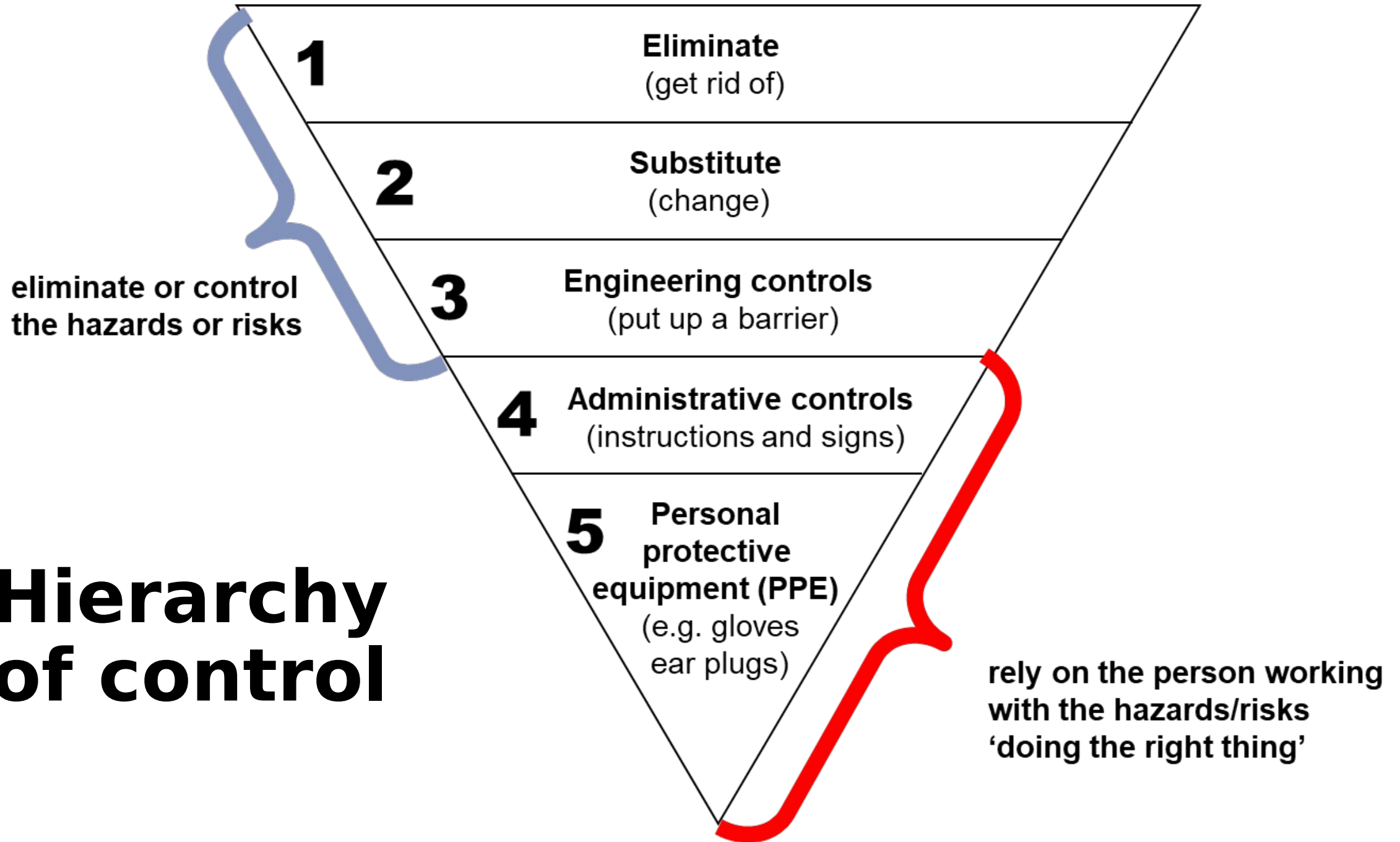
Hazard control

Your involvement may include:

- reporting hazards you have identified
- assisting your supervisor to investigate appropriate risk control methods
- implementing procedures to eliminate or control hazards
- monitoring the implementation



Hierarchy of control



Activity

- Access Blackboard – Learning Content – Session 3 – Virtual Workplaces
- Review one of the categories, for example office or reception.
- Choose one hazard, explain to the class the following:
 - Type of hazard
 - The Potential Hazard
 - Recommended control:
 - Category from the Hierarchy of control
 - Recommended control – (Use the “What can my employer do?” tab)



Take action



- In any situation where you feel an immediate risk to health and safety is present, take action to protect your colleagues and other people in the work environment.
- Be sure not to put yourself at risk

Understand the limits of your own expertise

- If workers are involved in a situation or believe that they need advice regarding practices or issues that are beyond the limits of their own expertise they should consult with:
 - the health and safety representative
 - or the committee in the workplace.
- It is also possible, if needed, to ask for guidance from the peak body – eg Safe Work.
- Employees must recognise the limits of their own expertise and legal responsibilities and access appropriate sources of expertise as required.

Technical Knowledge or Expertise

Other persons providing specific technical knowledge or expertise in areas related to health and safety, include:

- Risk managers
- Health professionals
- Injury management advisors
- Legal practitioners with experience in health and safety
- Engineers (e.g. Design, acoustic, mechanical, civil)
- Security and emergency response personnel
- Workplace trainers and assessors
- Maintenance and tradespersons



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Activity

Discuss the following scenarios in small groups:

- There is a small step at the entrance of your workplace, you have notice that sometimes when people enter the premises, they catch their foot on the step. There has not been any accidents or falls.
 - What should you do?
 - Who should you report this too?
 - What is the employer's obligation?
- You have recently noticed there is an open shelf of toxic chemical in the stationery storeroom. These are in reach and accessible by all staff.
 - What should you do?
 - Who should you report this too?
 - What is the employer's obligation?

Activity

- Using the picture on the next slide, imagine you have conducted an inspection of the area
- Fill in the Safety inspection form
- List four (4) hazards found and completed the form on the last page including the assessment of the risk for each.







Identify and report emergencies

- Respond immediately
- Complete an incident report
- Report a notifiable incident
- Includes:
 - a death of a person
 - a serious injury or illness of a person
 - a dangerous incident.

Maintain WHS Knowledge



- It is important to maintain knowledge of WHS legislative, industry and organisational requirements.
- Use a range of sources of information to remain up-to-date with legislation.
- Information can then be communicated to others in the workplace to create awareness of workplace and legislative changes.

Benefits Of Keeping Up-to-date

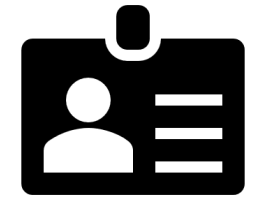
- Make better business decisions
- Identify threats and issues early on and resolve any issues within the business.
- Keeping up-to-date with legislation and relevant publications is key for building expert power, developing expertise in an individual's job and health and safety.
- It will alert the business to changes that you need to be acted upon.
- To keep up with news and developments in relation to WHS/OHS legislation and relevant publications, it is important to identify the best sources to use.

Identify and access sources to keep up to date with WHS laws and WHS-related publications

- Managers and supervisors should be provided with the authority and resources to implement and maintain control measures effectively.
- Up-to-date training and competency
- Up-to-date hazard information
- Information about hazards, such as plant and substances, may be updated by manufacturers and suppliers and should be checked to make sure controls are still relevant.
- Regular review and consultation
- Control measures are more effective where there is regular review of work procedures and consultation with your workers and their representatives.
- New legislation or new information may become available

Regulatory Authorities

- Your state or territory's WHS regulator regularly updates information on its website.
- Most regulators provide opportunities for you to subscribe to electronic newsletters or to register to receive electronic notifications about health and safety updates.
- Information regarding with incidents and prosecutions.
- WorkSafe WA - Has a toolbox of resources to provide information, including:
 - A Resource Library
 - Education – Information sheets, online training & workshops
 - Incident statistics
 - Events – General or Industry Specific Information Sessions





Activity

- Access the WorkSafe WA website find a minimum of three ways you could keep your knowledge of WHS laws up-to-date.
- Research the Internet and find two WHS publications. Provide the names of the publications.
- Present your findings to the class.

Manufacturer Manuals and Specifications

A business who designs, manufactures, imports or supplies plant, structures or substances and equipment has duties under WHS legislation.

- They must provide information about what the plant, structure or substance was designed for and information about safe use.
- Provide manuals and specifications for use.
- Issue safety alerts and updates as new information becomes available.



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Health and Safety Specialists & Representatives

 **Tweet**

 **WorkSafe WA** @WorkSafeWA · Oct 23

Learn about the formulation, use and safe storage of hand sanitisers as part of Safe Work Month. Register now!

 wa.gov.au/government/saf...



The graphic features a stylized logo of three people in purple, teal, and red, with a hard hat on the teal figure. To the right, the text 'SafeWork Month 2020' is displayed in bold, with 'Staying focused on workplace health and safety' in smaller text below it. At the bottom, the hashtags '#safetychampion' and '#safeworkmonth' are visible. The background is light grey with faint icons of safety equipment like a hard hat, gloves, and a first aid kit.

  1  

Looking for up-to-date info on COVID-19?

[Read now](#)

- Must maintain their knowledge and understanding of WHS laws and publications in order to employees with safety information and give advice on addressing safety problems.
- Undertake training to remain up-to-date, many unions run courses on different aspects of safety within the relevant industry.

Communicate Information On Relevant Legislative Changes And Relevant Publications To Others

Workplace health and safety is an ongoing process that requires continual review and adjustment to ensure relevance and currency with legislation, workplaces and processes. This involves activities that include:

- Examining the effectiveness of the organisations OHS/WHS policies and procedures
- Refining OHS procedures to achieve a safer workplace
- Identifying workplace changes that affect the organisations OHS/WHS policies and procedures
- Monitoring legislation to ensure that the organisations OHS/WHS policies reflect any legislative changes

Relevant information needs to be communicated in a meaningful that is easy to understand and access.

Internal Communication

- WHS information is disseminated via supervisors as well as the WHS Committee and Workplace Health and Safety Representatives.

The dissemination of relevant health and safety information is determined by organisational need. Relevant information which may be disseminated includes:

- Changes to the workplace, the system or method of work, the plant or chemicals used
- Incidents and associated corrective actions that may arise
- New or updated WHS legislation or associated requirements



Ways to communicate the appropriate OH&S information to employees:

- Providing regular coaching sessions and demonstrations
- Creating posters for prominent positions
- Ensuring your company's information booklets are readily available and are written in a way that is understood by all employees
- Sending staff memos on a regular or needs basis
- Company Notice Boards.
- Emails and Internal Intranet Systems.
- Daily Pre-Start/Toolbox Meetings.
- Company Newsletter
- WHS consultation meetings with HSRs/ HSCs (Health and Safety Representatives)



CONTRACTOR MANAGEMENT

SMTAFI has recently implemented a new electronic Contractor Management System in order to ensure external contractors perform the maintenance and repairs of our facilities in a **safe** manner.

The Contractor Management System is located at each SMTAFI site and it is mandatory that contractors are logged into this system prior to commencing work.

Upon signing into the Contractor Management System, a personalised sticker will be issued which must worn when on site, if you see a contractor not wearing the sticker please direct them to facilities staff.



Facilities staff have the responsibility for managing contractors on site which can be assisted by all staff.

Think Safe - Work Safe

[Click / Safety Intranet Page](#)

For help or support please contact the Health and Safety Team at 01202 850000 or visit our website at [www.smtafi.co.uk](#)



Training and information sessions

WHS training and professional development opportunities are offered by a range of organisations, these include:

- Registered training organisations (RTOs)
- Unions and Industry associations
- WHS consultants
- Government authorities.
- Professional development and training should form part of every employee's individual work plan.
- Under WHS legislation, there is a requirement to ensure that the WHS knowledge and skills of workers is maintained and up-to-date



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Unions & Industry Bodies

- The Australian Council of Trade Unions (ACTU) is the peak body representing individual unions in Australia.
- Unions represent workers from a diverse range of industries and job types and are able to address a broad range of issues including health and safety.
- Union's provide information, advise and services relevant to industry.
- Website information - For examples ACTU Campaign – Work Shouldn't Hurt:
https://www.australianunions.org.au/work_should_not_hurt

- Access The Safe Work Australia Website:
<https://www.safeworkaustralia.gov.au/book/sources-information>
- Use the information given and list the three most common methods of providing information to employees?
- What are the top three sources employers use to gather WHS information?

Conducting a Toolbox meeting



- The purpose is to keep workers informed of potential hazards, any safety and reporting procedures as well as offer training.
- Regular meetings will alert workers to potential workplace hazards, prevent accidents, illnesses and prevent on-the-job injuries.
- Nurtures a safety culture, involves workers in WHS processes and encourages open communication.
- Examples of general topics that may be discussed could include:
 - Accident / Incident / Hazard reporting
 - Fire and evacuation procedures,



- Use a space where everyone can sit, won't be disturbed and can concentrate on what is discussed
- Some suggestions for successful sessions include:
 - plan a meeting and let the intended participants know in advance
 - record the date and time of the meeting and who was present at the meeting
 - record the meeting discussion-points, any action items, including what is going to be done, when and by whom
 - prepare supporting materials for the participants;
 - encourage worker participation by asking for ideas and feedback; they often know best what and where the dangers are.
 - encourage active participation by listening and responding to suggestions.

Consultation



Discussion

- The food retail outlet you work for is planning to introduced an online pick-up service for customers. This will involve packing orders and taking the orders to the customers car.
- You are responsible for conducting a meeting to discuss the new service with employees and review any OSH issues involved with the new process.
- In groups of two to three discuss the following:
 - What are some of the OSH issues that may arise from the new pick-up service?
 - What can you do to encourage employees to contribute ideas to the meeting?



AT1 - Task 3 Practical Assessment:

- Conduct a workplace inspection in groups of 2-3.





Summary

- Health & Safety Management system are designed to systematically manage workplace health & safety through policies and procedures, management support, training and consultation processes.
- Processes to include good work design to enhance the health, safety and well being of employees.
- Hazard inspection procedures and documents are a part of the management system.
- Employees may be involved in reporting, investigating and controlling hazards identified
- When health & safety situation are beyond an employee's expertise identify an expert to assist

References

- Comcare - <https://www.comcare.gov.au/safe-healthy-work/healthy-workplace/whs-system>
- Perlitz- Professional Business Skills, 3e
- Software Publications - Ensure a Safe workplace
- Aspire BSBWHS201
- Safe work Australia <https://www.safeworkaustralia.gov.au/>
- WorkSafe WA - <https://www.commerce.wa.gov.au/worksafe>
- Safe Work NSW - <https://www.safework.nsw.gov.au/home>
- Aspire Training - Apply knowledge of WHS legislation in the workplace